



COMDTINST 7220.33
29 DEC 1988

COMMANDANT INSTRUCTION 7220.33

Subj: Reenlistment Bonus Programs Administration

Ref: (a) 37 USC 308 (NOTAL)

(b) Coast Guard Personnel Manual, COMDTINST M1000.6 (series)

(c) Coast Guard PMIS/JUMPS Manual, Vol II, COMDTINST M1080.9 (series)

1. PURPOSE. This Instruction prescribes the regulations governing entitlement to reenlistment bonuses by Coast Guard Regular enlisted personnel.
2. DISCUSSION.
 - a. The Selective Reenlistment Bonus (SRB) program, provided for in reference (a), is to be used as an incentive to encourage the retention of individuals in designated critical ratings.
 - b. Changes to SRB multiples will be announced via ALDIST at least 30 days in advance of the effective date of the amendment. For members to lock into a multiple they must be fully qualified for reenlistment/extension and attain eligibility prior to the date multiples are changed/deleted.
 - c. Members coming up on their end of enlistment should carefully consider the ramifications that an extension or reenlistment will have on future entitlements to SRB.
 - d. The Regular Reenlistment Bonus (RRB) expired in 1974. However, any member who was on active duty in any of the Uniformed Services on 1 June 1974 and who has received less than \$2,000 in reenlistment bonus (RRB, VRB, SRB, or any combination thereof) in his/her military career may be eligible to receive a RRB. (See enclosure (4).)

3. PROCEDURES. Unit commanding officers or officers in charge shall:
- a. Ensure that personnel responsible for the administration of reenlistment bonus programs are familiar with the contents and requirements of this Instruction.
 - b. Ensure that all members receive a copy of enclosure (5), the Selective Reenlistment Bonus Handout.
 - c. Authorize payments of the selective reenlistment bonus in strict compliance with this Instruction.
 - d. Incorporate the contents of this directive into unit training plans.
4. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure compliance with the provisions of this instruction.

/s/ ()
Chief, Office of Personnel
and Training

Encl: (1) Policies and Procedures Concerning Administration of the SRB
(2) Maximum Total Bonus Ceilings Per Pay Grade
(3) Required Administrative Remarks (CG-3307) Entries
(4) Policies and Procedures Concerning Administration of the RRB
(5) Selective Reenlistment Bonus Handout

29 DEC 1988

POLICIES AND PROCEDURES CONCERNING THE ADMINISTRATION
OF THE SELECTIVE REENLISTMENT BONUS PROGRAM

1. GENERAL INFORMATION.

- a. Background. The Selective Reenlistment Bonus (SRB) Programs allows the Commandant to offer a reenlistment incentive to eligible ratings at certain specific points during a member's career. For the purpose of defining eligibility periods within the first 14 years of active service, three zones of consideration are established. Zone A is defined as the period from 21 months through 6 years of active service. Zone B is defined as the period from 6 through 10 years of active service. Zone C is defined as the period from 10 through 14 years of active service.
- b. Objective. The objective of the SRB program is to provide an incentive to reenlist to those personnel in the Service who are serving in ratings designated as critical by the Commandant.
- c. Definitions.
 - (1) ANNIVERSARY DATE: The anniversary date is the date that exactly corresponds to the date the member came on active duty. For example, if the member came on active duty 10 Jul 1983 his 6th year anniversary date will be 10 Jul 1989.
 - (2) EXACTLY 6/10/14 YEARS: For purposes of this Instruction, a member is considered to have exactly 6, 10, or 14 years active duty on his 6th, 10th, or 14th year anniversary date.
 - (3) WITHIN 3 MONTHS PRIOR TO EOE: the period within 3 months prior to end of enlistment is computed by backing off 3 months from the current end of enlistment (the date that will be entered as the date of separation on the DD Form 214) and adding one day. For example, if the current end of enlistment is 15 Aug, the period within 3 months prior to end of enlistment is from 16 May through 15 Aug.
 - (4) WITHIN 3 MONTHS AFTER EOE: The period of 3 months after end of enlistment begins on the day following the date of separation (date of separation as noted on the DD Form 214) and ends with the day of the month 3 months later corresponding to the date of separation. For example, a member discharged 3 Sep 1988 may reenlist not later than 3 Dec 1988.
 - (5) EXECUTED EXTENSION: An Agreement to Extend Enlistment (CG-3301B) is executed when the member has signed it and is obligated, but it has not begun to run.
 - (6) OPERATIVE DATE (Also known as the effective date): The date an extension begins to run (the member is serving in the extension).
 - (7) OBLIGATED SERVICE: All periods of military service covered by signed agreements in the form of Enlistment Contracts, Reenlistment Contracts and/or Agreements to Extend Enlistment between Coast Guard members and the U.S. Coast Guard where members agree to serve for designated periods of time.

1. C. (8) ADDITIONAL OBLIGATED SERVICE: All periods of military service covered by Reenlistment Contracts or signed Agreements to Extend Enlistment that bind members and the Coast Guard to specified periods of time beyond any period for which the member has already obligated. For example, a member executes a 3 year extension. Subsequently, but prior to the extension's operative date, the member decides to reenlist for 4 years. Only 1 year is considered additional obligated service since the member was already obligated for 3 years under the extension. (See 3.d.(6) for exception.)
 - (9) UNEARNED BONUS: SRB entitlement received for which no time has been served. For example, a member reenlists for 4 years and receives a lump sum payment of \$8,000. The member is subsequently discharged after serving 3 years. The member is only entitled to 3 years worth of entitlement (\$6,000). Any bonus payment received in excess of \$6,000 is considered unearned and shall be recouped).
2. WRITTEN AGREEMENTS. All personnel with 14 years or less active service who reenlist or extend for any period, however brief, shall be counseled on the SRB program. They shall sign a page 7 service record entry, enclosure (3), outlining the effect that particular action has on their SRB entitlement. If necessary, commanding officers shall elaborate in the page 7 entry to cover specific cases of questionable SRB eligibility.
3. CRITERIA FOR INDIVIDUAL MEMBER'S ELIGIBILITY.
 - a. ZONE A Eligibility. To receive a Zone A SRB, the member must meet the following criteria:
 - (1) Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.
 - (2) Have completed 21 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 21 months continuous active duty Need not have been completed immediately prior to the reenlistment or extension.
 - (3) Have completed not more than 6 years active service on the date of reenlistment or the date on which the extension becomes operative.
 - (4) Be serving in pay grade E-3 (with appropriate designator), or higher on active duty in a rating that is designated as eligible for an SRB multiple.
 - (5) Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years.
 - (6) Have not previously received a Zone A SRB.
 - (7) Attain eligibility prior to the effective date of termination of award for any particular rating

29 DEC 1988

3. a. (8) Meet any additional eligibility criteria the Commandant may prescribe.
- b. ZONE B Eligibility. To receive a Zone B SRB, the member must meet the following criteria:
- (1) Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.
 - (2) Have completed 21 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 21 months continuous active duty need not have been completed immediately prior to the reenlistment or extension.
 - (3) Have completed at least 6 but not more than 10 years active service on the date of reenlistment or the operative date of the extension.
 - (4) Be serving in pay grade E-5 or higher. Personnel who are changing rate, as approved by the Commandant, are eligible as an E-4 provided they were E-5 or higher immediately prior to changing rate.
 - (5) Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years, provided the reenlistment or extension, when added to existing active service, will provide a total active duty of no less than 10 years.
 - (6) Have not previously received a Zone B SRB.
 - (7) Attain eligibility prior to the effective date of termination of award for any particular rating.
 - (8) Meet any additional eligibility criteria the Commandant may prescribe.
- c. ZONE C Eligibility. To receive a Zone C SRB, the member must meet the following criteria:
- (1) Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.
 - (2) Have completed 21 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 21 months continuous active duty need not have been completed immediately prior to the reenlistment or extension.
 - (3) Have completed at least 10 but not more than 14 years active service on the date of reenlistment or the date on which the extension of enlistment begins to run.
 - (4) Be serving in pay grade E-6 or higher.
 - (5) Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years.

3. c. (6) Have not previously received a Zone C SRB.

(7) Attain eligibility prior to the effective date of termination of award for any particular rating.

(8) Meet any additional eligibility criteria the Commandant may prescribe.

d. SPECIAL CONDITIONS.

(1) Members with exactly 6 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone A multiple in effect for their rating if they are otherwise eligible. If they have previously received a Zone A bonus or no Zone A bonus is designated, they are entitled to a Zone B bonus if one is in effect.

(2) Members with exactly 10 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone B multiple in effect for their rating if they are otherwise eligible. If they have previously received a Zone B bonus or no Zone B bonus is designated, they are entitled to a Zone C bonus if one is in effect.

(3) Members with exactly 14 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone C multiple in effect for their rating if they are otherwise qualified.

(4) Only extensions/reenlistments of 3 years or longer may be used to establish eligibility for SRB. Specifically, two or more extensions may not be combined to establish SRB eligibility. Additionally, entitlement in the same Zone cannot be increased by future extensions. The standards in article 12-B-4b (3) of reference (b) shall be used when determining the length of extension or reenlistment for which a member is eligible. Qualified members "Lock into" SRB multiples and bonus ceilings that are in effect at the time an extension agreement is executed.

(5) Under no circumstances will an individual be permitted to extend their enlistment more than 3 months early for SRB purposes alone. However, a member who must extend for some other reason (i.e., transfer, training, advancement, or tuition assistance) may extend for a period greater than the minimum required for the purpose of gaining entitlement to an SRB.

(6) Extensions previously executed by members may be canceled prior to their operative date for the purpose of executing a longer extension or reenlistment in accordance with article 1-G-36 of reference (b). Members should be informed that their SRB entitlement will be based only in newly acquired obligated service. For example, a member cancels a 3-year extension to reenlist for 6 years, the member will only be paid SRB entitlement for the additional 3 years of service. An exception to this rule is made for extensions of 2 years or less,

3. d. (6) (cont'd) or multiple extensions (each of which is 2 years or less in length), required of a member for transfer, training, advancement, or tuition assistance. These extensions may be canceled prior to their operation date for the purpose of immediate reenlistment or longer extension without any loss of SRB entitlement.
- (7) Members who are in a change in rate status will be eligible for the multiple in effect at the time the request for change in rate was approved by Commandant (G-PE). Members shall sign an Administrative Remarks entry (CG-3307) stating that they are aware that they shall not receive any bonus entitlement for the new rate until they have reenlisted/extended and have attained the new rate. When the new rate is attained, all unearned SRB for the previously held rate will be recouped. Members authorized an SRB for their present rate will continue to receive annual installments until they attain their new rate.
- (8) Officer procurement programs are defined as those programs which upon successful completion will lead to an appointment as a warrant or commissioned officer in the Coast Guard. These programs include but are not limited to: Officer Candidate School, physician's assistant programs, and acceptance of warrant officer and direct Commissioning programs. Upon notification of a member's selection to enter into any officer procurement program, any request for accelerated or early payment of the remaining portion of SRB payments will not be approved. The following information applies to individuals entering officer procurement programs:
- (a) Members entering officer procurement programs who have reenlisted/extended for an SRB will have remaining installments suspended upon notification that they will be entering an officer procurement program. Warrant officers who are above the cutoff will have remaining installments suspended upon publication of the eligibility list. (Members will be paid up to, but not including, the date they enter the officer procurement program (includes PYA's) or the date they are appointed warrant officers.)
- (b) Members who do not successfully complete the officer procurement program and continue in an enlisted status in the same rate will have SRB installments resumed and are entitled to receive the SRB payments previously suspended.
- (c) For those temporary commissioned officers who revert to enlisted status in their original rating, who still have time remaining on their contract, the time served as a commissioned officer shall not count toward SRB entitlement.

3. d. (9) Commanding officers are authorized to effect early discharge and reenlist members within 3 months prior to their 6th, 10th, or 14th year active service anniversary dates (not to be confused with the normal expiration of enlistment), for the purpose of qualifying for a Zone A, B, or C SRB respectively. In such cases, SRB payments will be reduced by any portion of unserved service obligation. Commanding officers shall ensure that such personnel are fully qualified to receive an SRB and advise them that all periods of unserved obligated service will be deducted from their bonus entitlement. Any such discharges shall be under authority of article 12-B-12 of reference (b), indicating discharge for the purpose of immediate reenlistment at the Convenience of the Government.
- (10) Tours of active duty in any Uniformed Service (Regular or Reserve), including active duty for training, must be included in computing total active duty for the purpose of establishing SRB Zone eligibility. However, active duty for training periods may not be included in the computation of the 21 months continuous active duty.
- (11) Entitlement to SRB multiple and bonus ceiling is established on the actual date of reenlistment or the date the member executes an Agreement to Extend Enlistment by signing Form CG-3301B. Entitlement to any Zone of SRB is established only on the date the member reenlist or the extension becomes operative.
- (12) Nonrated members without rating designators shall not be authorized to execute an Agreement to Extend Enlistment under any circumstance for the purpose of receiving an SRB multiple.
- (13) All Periods of unexecuted service obligation, except for a member discharged no more than 7 days early because expiration of enlistment falls on a Friday, Saturday, Sunday, or holiday or per the provisions of paragraph 3.d.(6) of this Instruction, will be deducted from SRB computation.
- (14) The maximum bonus ceiling identified in enclosure (2) applies only to reenlistments or agreements to extend enlistment agreed to on or after 1 January 1985. Extension agreements signed prior to 1 January 1985 will continue to incorporate the \$16,000 bonus ceiling in effect at the time regardless of the operative date of the extension.

3. e. Change of Multiples. When a rating multiple is designated for increase, reduction, or termination, an effective date of the change shall be promulgated by ALDIST at least 30 days in advance. All Agreements to Extend Enlistments signed before the effective date of the change will be at the old multiple level. All agreements made on or after the effective date of the change will be at the new level. Members desiring to extend their enlistments or reenlist early to take advantage of a higher bonus multiple may do so within the provisions of this Instruction and/or articles 1-G-34 and 12-B-7 of reference (b).

f. Amount of Payment.

- (1) Computation of SRB payments is based on the rate of basic pay as of the day immediately preceding reenlistment or the date immediately preceding the date the extension becomes operative. Bonus payments will be computed by taking the authorized SRB multiple, multiplying it by the member's monthly basic pay and multiplying the result by the number of months of newly obligated service and dividing this figure by 12. Shown as an equation, this would be:

$$\frac{\text{SRB multiple} \times \text{monthly basic pay} \times \text{months newly obligated service}}{\text{Divided by 12}}$$

- (2) When computing the additional obligated service for which SRB can be paid, a fraction of a month will be rounded up to the whole month. For example, members discharged 2 months and 10 days prior to the expiration of their enlistment, for the purpose of immediate reenlistment, will have their SRB payment reduced by 3 months. An exception to this rule, however, is members who are discharged no more than 7 days early because their period of active obligated service expires on a Friday, Saturday, Sunday, or holiday. In such cases, members will be considered to have completed the full enlistment for SRB computation.
- (3) Any unexecuted portion of extended active duty orders for Coast Guard reservists who request and are granted authority for discharge from the Coast Guard Reserve for the purpose of immediate reenlistment in the Regular Coast Guard, while serving on extended active duty, is considered previously obligated service for the purpose of SRB Bonus computation.
- (4) Bonuses will not be paid for any service beyond 16 years total active duty.

3. g. Method of Payment.

- (1) Under current policy, members will receive 50 percent of their SRB on the payday after their reenlistment/extension documents have been processed by the Pay and Personnel Center. Bonuses may be paid either as a lump sum or in installments. If the bonus is paid in installments, the initial payment shall be 50 percent of the total bonus amount and the remainder paid in equal annual installments, on the anniversary date, as determined by the length of the extension or reenlistment.
- (2) Members eligible to reenlist, but who opt to be separated will be advised in writing that should they later elect to reenlist, they must do so within 3 months after discharge to be eligible for an SRB. (Provided that on the date of reenlistment the rating has a multiple listed in the current ALDIST.)
- (3) Commanding officers are authorized to approve request of deserving individuals for accelerated SRB payments. An accelerated payment is defined as an early payment of the next SRB installment, prior to the normal anniversary date, but in the same fiscal year in which the installment payment is due.
- (4) Commandant (G-PE) is the approving official for lump sum payment of SRB. Lump sum approvals will be granted when a Coast Guard member experiences a severe financial hardship not attributable to financial irresponsibility. Request complete with supporting documentation, specifically a financial statement listing all income and expenses (a copy of the CG Mutual Assistance form should be used), shall be forwarded via the chain of command to Commandant (G-PE) for determination.

4. TERMINATION OF BONUS ENTITLEMENT AND RECOUPMENT.

- A. Members who are discharged prior to completing the period of service for which they were paid an SRB shall have all paid but unearned bonus recouped with the exception of:
- (1) Members who are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force.
 - (2) Members who are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct.
 - (3) Members who receive a hardship discharge.

29 DEC 1988

4. b. A member paid any reenlistment bonus who is discharged early for the purpose or immediate reenlistment is not required to refund the unearned portion of the bonus provided the term of the reenlistment is for a greater period than the obligated service remaining to be served. If the member is currently receiving a Zone A SRB and if the new reenlistment/extension is authorized a Zone B SRB, the member shall receive full payment of Zone A bonus and will receive Zone B bonus only for the additional obligated service.

- c. Members will be ineligible for continued SRB payment when they are no longer qualified in or serving in the rating for which the SRB was authorized. Additionally, all unearned SRB shall be recouped.

(1) A member will be considered not technically qualified in the bonus rating when:

- (a) The member is no longer serving in the rating for which the bonus was authorized.
- (b) The member's rating designator is removed.
- (c) Current and future assignment in that military specialty is precluded for any reason within the member's control.

(2) Additionally, unearned bonuses shall be recouped when:

- (a) The member is unable to perform the duties of the rating for which the bonus was paid as a result of injuries caused by their own misconduct, as established through existing line of duty determination procedures.
- (b) The member is unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to their own misconduct.
- (c) The member refuses to perform the duties of the rating for which the bonus was paid.

- d. When no longer classified or assigned in the bonus specialty for any of the following reasons, the member shall be entitled to his/her full SRB:

- (1) Humanitarian reassignment to other duties.
- (2) Loss of security clearance through no fault of the member.
- (3) Injury, illness, or other impairment not the result of the member's own misconduct.

Enclosure (1) to COMDTINST 7220.33
29 DEC 1988

4. d. (4) Commandant-directed change in rating. Members paid an SRB shall continue to serve in the rating which qualified them for the bonus, unless the Commandant expressly directs a change in rating. (An example of an involuntary Commandant-directed change in rating was the merger of the DT and HM ratings to create the HS rating.)
- e. Recoupment of unearned bonus is not required if the member is separated to permit acceptance of or entry into a program leading to a commission or warrant appointment in the same or another Service. (See paragraph 3.d.(8)(a) of this Instruction.)

MAXIMUM TOTAL BONUS CEILINGS PER PAY GRADE
(Effective 1 January 1985)

1. ZONE A PAY GRADE CEILINGS

<u>PAY GRADE</u>	<u>MAXIMUM TOTAL BONUS PAYABLE</u>
E-3*/E-4	\$5,000
E-5	\$15,000
E-6 AND ABOVE	\$20,000

* An E-3 must have a critical skill designator.

2. ZONE B PAY GRADE CEILINGS

<u>PAY GRADE</u>	<u>MAXIMUM TOTAL BONUS PAYABLE</u>
E-4 (CHANGE IN RATING ONLY)**	\$5,000
E-5	\$15,000
E-6 AND ABOVE	\$20,000

** Member must have been E-5 or higher immediately prior to change in rating to be eligible for a Zone B Selective Reenlistment Bonus.

(Required page 7 entry for personnel within 3 months prior to their end of enlistment and any time a member reenlists or extends their enlistment.)

DATE: I have been provided with a copy of enclosure (5) to Commandant instruction 7220.33 (series) entitled "SRB Questions and Answers." I have been informed that:

My current Selective Reenlistment Bonus (SRB) multiple is ____ and is listed in ALDIST ____, which has been made available for my review.

In accordance with article 12-B-4, CG Personnel Manual, I am eligible to reenlist/extend my enlistment for a maximum of ____ years.

My SRB will be computed based on ____ months newly obligated service.

The following SRB policies were unclear to me, but my SRB counselor provided me with the corresponding answers: (list specifics)

(Signature of Member/date)

(Signature of Counselor)

(Required page 7 entry for personnel within 3 months prior to their 6th, 10th, or 14th active duty anniversary date.)

DATE: I have been provided with a copy of enclosure (5) to Commandant Instruction 7220.33 (series) entitled "SRB Questions and Answers." I have been informed that:

My current Selective Reenlistment Bonus (SRB) multiple is ____ and is listed in ALDIST ____, which has been made available for my review.

In accordance with article 12-B-4, CG Personnel Manual, I am eligible to reenlist/extend my enlistment for a maximum of ____ years.

My SRB will be computed based on ____ months newly obligated service.

I must reenlist on or 3 months prior to (____ date ____), which is my (6th/10th/14th) active duty anniversary date, in order to receive a Zone (A, B, or C) SRB.

The following SRB policies were unclear to me, but my SRB counselor provided me with the corresponding answers: (list specifics)

(Signature of Member/date)

(Signature of Counselor)

PROCEDURES AND POLICIES CONCERNING THE ADMINISTRATION OF
THE REGULAR REENLISTMENT BONUS (RRB) PROGRAM

1. Title 37 USC 308 (as amended in 1974) terminated the Regular Reenlistment Bonus Program and established the Selective Reenlistment Bonus Program. This amendment contains a savings provision for those members who were on active duty on 1 June 1974. Members who were on active duty in any of the Uniformed Services on 1 June 1974, and who have received less than \$2,000 in VRB/RRB/SRB may be eligible to receive an RRB provided they:

- a. Are discharged from active duty and reenlist in the same Service within 3 months of separation.

NOTE: A reenlistment bonus is not payable for an enlistment entered into following discharge or separation from another Armed Service. (Members discharged from another Armed Service and who subsequently enlisted in the U.S. Coast Guard must wait until their subsequent Coast Guard reenlistment in order to be eligible.)

- b. Reenlistment must be for a period of 3 or more years or, if extending, the extension must be for 2 or more years in order to be eligible.
2. Requests for determination of RRB eligibility shall be forwarded via the chain of command to Commandant (G-PE) with two (certified to be true) copies (front & back) of all DD-214's and reenlistment contracts covering all periods of active duty in any Armed Service.

Enclosure (5) to COMDTINST 7220.33
29 DEC 1988

SELECTIVE
REENLISTMENT
BONUS
(SRB)

29 DEC 1988

SELECTIVE REENLISTMENT BONUS (SRB)

Q1. What is an SRB?

A1. The acronym SRB stands for Selective Reenlistment Bonus. This Bonus is a cash payment which the Coast Guard uses as an incentive to retain members in specialties experiencing personnel shortages.

Q2. What is the purpose of the SRB program?

A2. Its purpose is to provide a monetary incentive for members in certain specified ratings designated by the Commandant. In determining which ratings should be eligible for an SRB, the Commandant considers such criteria as whether the rating is understaffed, future staffing projections, and the amount of training required to achieve the rating. These ratings are designated as "critical." The Commandant reevaluates which ratings are critical approximately every 6 months and publishes the results in an ALDIST message.

Q3. How many times can I receive an SRB?

A3. There are three Zones in the SRB program; Zone A, Zone B, and Zone C. You can receive an SRB for Zone A and Zone B. There is currently no Zone C bonus in effect.

Q4. How can I become eligible for a Zone A SRB?

A4. The Zone A SRB is paid to petty officers and designated E-3's serving in critical ratings who extend their enlistment or reenlist for a minimum of 3 years. They must have between 21 months and 6 years active service at the time of reenlistment or the date their extension goes into effect. Tours of active duty in any Armed Service (Regular or Reserve), including active duty for training, must be counted in computing total active service. The 21 months service must be continuous. Sorry, only the Zone A SRB to a customer!

Q5. How can I become eligible for a Zone B SRB?

A5. The Zone B SRB is paid only to petty officers second class and above (or E-4's who have been approved to change rate from E-5) serving in critical ratings who extend their enlistment or reenlist for a minimum of 3 years. They must have at least 6 years but not more than 10 years active service at the time of reenlistment or the date their extension becomes operative. Again, they must have completed at least 21 months continuous active service at any point in their military career. Only one Zone B SRB to a customer also!

Q6. You mean I can get both a Zone A and B SRB?

A6. That's correct. Receiving a Zone A SRB does not disqualify you from receiving a Zone B SRB at a later period in your career.

Q7. And now can I get a Zone C SRB?

A7. The Coast Guard has not yet implemented a Zone C SRB; however, if staffing levels warrant them, the Commandant could order a Zone C SRB at any time. A Zone C SRB would be payable only to petty officers first class and above serving in critical ratings who extend their enlistment or reenlist for a minimum of 3 years. They must have at least 10 years but no more than 14 years active service at the time of reenlistment or the date their extension becomes operative. The 21 months continuous active service provision still applies.

Q8. What if I get out of the Coast Guard and later decide to reenlist. Can I still get an SRB?

A8. Only if you have been out for 3 months or less and meet the requirements previously discussed.

Q9. Okay, now that I know how I can get an SRB, how much money will I get? How are SRB's calculated?

A9. The amount of money you will receive depends on just how critical your rating is. Each rating is assigned a multiple ranging from zero to six. A multiple of six means that the rating is extremely critical. The higher your multiple, the more money you're eligible to receive. Here's how SRB's are computed:

Step 1: Write down your SRB Zone multiple. Your unit yeoman, career counselor, or career information specialist can provide you with this information.

Step 2: Write down the number of months for which you are going to reenlist or extend your enlistment. (Remember, this number must be at least 36.) Now, subtract from this amount any time which will be remaining on your enlistment at the time you will reenlist or your extension will go into effect. Any fraction of a month is rounded up to a full month. For example, if on the date you are going to reenlist for 4 years you will still have 2 months, 5 days remaining on your current enlistment, your SRB will be based only on 45 months newly obligated service. Multiply the number obtained in step 1 by this result.

Step 3: Multiply the number obtained at the conclusion of step 2 by what your monthly base pay will be on the date you reenlist or your extension of enlistment will go into effect. Remember, if you are going to reenlist on the date on which you will have exactly 4 years service (active and inactive combined) you will receive "over 3" pay, not "over 4."

Step 4: Divide the number obtained at the end of step 3 by 12. The result is the gross amount of SRB to which you will be entitled assuming it does not exceed the ceiling (maximum amount you can receive in your pay grade--E-4 \$5,000, E-5 \$15,000, E-6 \$20,000). Also remember Uncle Sam takes a percentage of this back for taxes.

Q10. Sounds easy enough, but can give me an example?

A10. Sure. Let's say the date is 10 October 1987, you're an EM2 who enlisted for 4 years on 10 January 1984, and want to reenlist for 4 years on 10 December 1987. You've completed at least 21 months continuous service and you have not exceeded 6 years active service. The period of time for which you want to reenlist (4 years) exceeds the minimum 3-year requirement. So far so good! Time to check with the ship's office or PERSRU to find out if EM has a Zone A SRB multiple greater than zero. The yeoman informs you you're in luck ... time to count the bucks!

Step 1: Multiple of 2.

Step 2: 48 minus 1 equals 47. 47 times 2 equals 94.

Step 3: 909.90 times 94 equals 85530.60

Step 4: 85530.60 divided by 12 equals \$7127.55.

AMOUNT OF ZONE A SRB ENTITLED: \$7127.55

Q11. Sounds great! But why is it again that my SRB in the above example is only based on 47 months service and not 48?

A11. Because you did not serve 1 month of your 4-year enlistment, this 1 month was deducted from your SRB computation. Let me also add that if you entered an agreement to extend your enlistment and did not serve out that extension prior to reenlisting, the unserved portion of that extension would also be deducted from your SRB computation. For instance, let's say you were required to extend your enlistment for 28 months to attend Class "A" School. Any portion of that 28-month extension which you did not serve would be subtracted from your SRB computation. However, there is an exception. If you were required to extend your enlistment for 2 years or less to receive PCS orders, attend training, meet the obligated service requirement for advancement, or for tuition assistance, the extension may be canceled prior to the date the extension actually begins to run and will not be subtracted from your SRB computation.

Q12. Sounds fair enough. I guess I can't expect the Government to pay me for obligating for a period of service which I have already agreed to serve. Now, when do I get my money?

A12. Under current policy, you will receive 50 percent of your SRB on the payday after your reenlistment/extension documents have been processed by the Pay and Personnel Center. The remaining 50 percent will be paid in equal annual installments, on your anniversary date, over the term of your new enlistment. If you have a severe financial hardship, the Commandant may approve a lump sum payment. Your commanding officer is authorized to grant you an accelerated SRB payment during the fiscal year in which it is due. For instance, if you have an SRB installment due on 12 July 1989, your commanding officer is authorized to pay it to you anytime during the period 1 October 1988 12 July 1989. Payment policies are subject to change! check with your ship's office or PERSRU to find out what the Commandant's current payment policy is.

Q13. What happens to my SRB payments if I am discharged prior to completing my term of enlistment for which I received an SRB?

A13. With the exception of medical discharges, hardship discharges, and members discharged involuntarily for Convenience of the Government in connection with a Reduction in Force (RIF), those members who are allowed or required to depart the Service prior to serving out their term of enlistment will be required to pay back all SRB monies which they did not earn. For example, a member who received a \$9,000 SRB for a 6-year reenlistment and was discharged for misconduct after completing only 2 years (one third) of his/her contract would forfeit \$6,000 (two-thirds) of his/her SRB. Any money already paid to him/her in excess of the \$3,000 which he/she actually earned will be recouped by the U. S. Government.

Q14. What happens if I am appointed a warrant officer or I am accepted into a commissioning program (i.e., OCS, physician Assistant Training)?

A14. Upon entering OCS or other training program to become an officer, or upon accepting a commission (warrant officer), you will lose all entitlement to future payments, but will be allowed to keep the money you have already been paid.

Q15. Is there anything else I should know about SRB program?

A15. Yes, there are several important points of which you should be aware. They are:

1. Zone A SRB's cannot exceed the following amounts for the indicated pay grades:

Designated E-3's and E-4's	\$ 5,000.00
E-5's	\$15,000.00
E-6's and above	\$20,000.00

2. Zone B SRB's cannot exceed the following amounts for the indicated pay grades:

E-4 (changing rate only):	\$ 5,000.00
E-5's	\$15,000.00
E-6's and above	\$20,000.00

3. If eligible, you may reenlist for a Zone A, B, or C SRB within 3 months prior to the date on which you will have 6, 10, or 14 years active service respectively, regardless of the amount of time remaining on your current enlistment. Remember, however, that the amount of time remaining on your current enlistment will be deducted from your SRB computation.
4. When coming up on your end of enlistment, carefully consider the advantages/disadvantages of reenlisting vice extending. Say you signed a 6 year extension and 4 years later you receive transfer orders and there is a multiple for your rating, had you reenlisted for 6 years vice extending for 6 years you could now sign an extension and lock into the multiple without loss of benefits. However, since you extended you must now reenlist and the remaining 2 years will be deducted from your SRB payments. Since you were already obligated this is not considered additional obligated service.
5. If the Coast Guard ever requires you to extend your enlistment, you may extend for a longer period than the minimum required. For example, let's say you are required to extend your enlistment for 24 months to receive PCS orders overseas. You may elect to extend for a period of at least 36 months to receive an SRB. NOTE: You may not extend your enlistment more than 3 months prior to your normal expiration of enlistment date for the sole purpose of qualifying for an SRB unless the Coast Guard requires you to extend.
6. Members meeting the requirements of article 12-B-4b(3), CG Personnel Manual, which sets forth the requirements for "preferred reenlistment," may extend their enlistments or reenlist for up to 6 years. All others are limited to extensions and reenlistments of a maximum of 4 years.
7. Changes in rating may positively or negatively affect your SRB eligibility. Seek SRB counseling prior to requesting a change in rating.

Enclosure (5) to COMDTINST 7220.33
29 DEC 1988

Q16. Should I always reenlist or extend for the maximum period eligible?

A16. Not necessarily. Let's say that in your first 4-year enlistment you were required to extend for 18 months to attend Class "A" School. After serving out this 5 and 1/2 years, it's time to reenlist. If you reenlist for 4 years, you will have 9 and 1/2 years total active service when that enlistment expires and still be eligible for a Zone B SRB because you will not have more than 10 years total active service. However, if you had reenlisted for 5 years, you would have 10 and 1/2 years service at the end of your enlistment and thus ineligible for a Zone B SRB. BE CAREFUL! IT'S ULTIMATELY YOUR DECISION HOW LONG YOU WILL REENLIST OR EXTEND FOR. CONSIDER ALL YOUR ALTERNATIVES AND SEEK GUIDANCE IF YOU HAVE ANY QUESTIONS.

Q17. What if I discover that I was misinformed concerning my SRB eligibility and it cost me money?

A17. You may call or write to the Board for Correction of Military Records (BCMR) in Washington, DC to request an application form and pamphlet describing the Board process. If you are able to convince the Board that there was a counseling error made, or that you suffered an injustice, the Board may grant you appropriate relief. The BCMR's address is:

Chairman, Board for Correction of Military Records
Office of the General Counsel (C-60)
U. S. Department of Transportation
400 Seventh Street, SW
Washington, DC, 20590-0001
Phone: (202) 366-9335

